

DEPARTMENT OF CORRECTIONS



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The Michigan Department of Corrections is one of the principal state departments. Final responsibility for operation of the department rests with the Governor, who appoints the director, with the advice and consent of the Michigan Senate. The director serves at the pleasure of the Governor and is the department's chief administrative officer. The director has full power and authority in the supervision and control of the department's affairs.

The **Director's Office** is composed of the Executive Bureau and the Office of Quality Assurance. The Office of Quality Assurance is responsible for monitoring and ensuring continuous quality of health care services provided to prisoners within the department as specified by the director.

The **Executive Bureau** is responsible for planning and developing initiatives with the department and local communities while implementing the department's plans to control prison growth, including the Michigan Prisoner ReEntry Initiative. The Executive Bureau consists of the Legislative Affairs Section, the Office of Public Information and Communications, the Office of Community Planning, the Parole and Commutation Board, and the Office of Research and Planning. The Office of Research and Planning provides corrections research, statistical analyses, legislative impact studies, and prisoner population projections.

The **Office of Community Planning**, located within the Executive Bureau, is responsible for implementing the Community Corrections Act, implementing substance abuse services and contracts for the department, and coordinating services provided under the Michigan Prisoner ReEntry Initiative with department staff, community agencies, and the public. This office is composed of the Office of Offender Reentry, the Office of Community Corrections and the Substance Abuse Programs Section.

The **Parole and Commutation Board**, located within the Executive Bureau, is composed of 15 members appointed by the Governor, one of whom is designated as the chairperson. The board is responsible for parole decisions, including establishing the terms and conditions of parole and the processing of cases for reprieve, commutation, and pardon. The Office of the Parole and Commutation Board provides administrative and support services to the board and includes the Crime Victim Services Section, the Parole Release Section, and the Lifer and Commutation Unit.

The Department of Corrections is divided into 3 administrations: the Correctional Facilities Administration, the Field Operations Administration, and the Operations Support Administration.

The **Correctional Facilities Administration** is responsible for the operation of all correctional prisons operated by the department, including the reception and classification process, the treatment and transfer of prisoners, and the Special Alternative Incarceration Program. The prisons are divided into 3 regions across the state, with each region supervised by a regional prison administrator.

The **Operations Division**, located within the Correctional Facilities Administration, is responsible for providing programming support to the prisons and consists of the Records Administration, the Classification and Placement Section, the Emergency Management Section, the Food Service Section, the Offender Reentry Section, the Transportation Section, the American Correctional Association Coordinator, and the Special Activities Coordinator.

The **Office of Employment Readiness**, also located within the Operations Division of the Correctional Facilities Administration, is responsible for the management and coordination of offender education and programming activities and consists of the Education Services Section, the Prison Build Program, and Michigan State Industries.

The **Bureau of Health Care Services**, also located within the Correctional Facilities Administration, is responsible for the coordination and monitoring of health care services for prisoners. The bureau also oversees the contract with the Department of Community Health for the treatment of seriously mentally ill prisoners via the Corrections Mental Health Program. The Chief Medical Officer is responsible for oversight and direction regarding the medical and clinical practice of prisoner health care.

The **Field Operations Administration (FOA)** is responsible for providing investigative support, information, and sentencing recommendations to the courts in criminal cases, as well as supervising probationers and parolees following their release from prison. The Field Operations Administration is divided into 2 regions – the Metropolitan Region and the Outstate Region. Each region is headed by a regional administrator responsible for oversight of the field operations for parole and probation within each geographic region.

The **Office of Parole and Probation Services**, located within the Field Operations Administration, consists of the Field Services Section, which is responsible for providing investigative support and information to the Parole and Commutation Board in the parole revocation and parole discharge processes; the Program Services Section, which is responsible for oversight of residential reentry programs and facilities, sex offender management, and the interstate compact for parolees and probationers; and the Electronic Monitoring Center, which is responsible for monitoring FOA offenders and discharged sex offenders for whom electronic monitoring is required.

The **Operations Support Administration** provides oversight of all Central Office staff support functions and provides internal organizational support to the department's operational units. This administration also provides oversight of all human resource services and equal employment opportunity services provided to department staff by the Civil Service Commission. Located within this administration is the Internal Affairs Division, responsible for investigation of allegations of felonious conduct by staff and other allegations against staff; the Office of New Employee Training and Professional Development, responsible for new employee, in-service and leadership training for staff; the recruitment of new employees and the Ordinance Unit; and the Labor Relations Section, responsible for responding to staff grievances and unfair labor practice charges and representation at related conferences, hearings, arbitration, and contract disputes. Also located within this administration is the Prison Rape Elimination Act Coordinator.

The **Bureau of Fiscal Management**, located within the Operations Support Administration, is responsible for coordinating the budget development process, financial management, and contract management for the department. Located within the bureau is the Office of Risk Management, which is responsible for identifying, assessing, and managing risk within the department. The Physical Plant Division is responsible for development of new construction, remodeling and major maintenance programs, fire safety standards, and environmental affairs. This division is also responsible for inspecting and auditing county jails for compliance and reviewing requests from county jails for reimbursement under the department's Jail Reimbursement Program for the cost of housing offenders diverted from jail. The Automated Data Systems is responsible for automated data processing and computerized information systems, including establishing department standards and management of usercode and password maintenance.

The **Office of Legal Affairs**, also located within the Operations Support Administration, coordinates communication with the Department of Attorney General regarding legal issues and litigation activities. The Freedom of Information Act Section coordinates compliance with the Freedom of Information Act; the Policy and Rules Development Section handles the development of policy and administrative rules; and Grievance and Appeals Section is responsible for review of appeals, from formal administrative hearings and coordinating responses to prisoner grievances at the third step. The Litigation Section is responsible for coordinating with litigation activities against the department.

